

Microsoft Office

Norwich	Days	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Price
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Microsoft Excel

Introduction	1	1 / 12 / 28	10 / 26	8	4 / 21	3 / 19	1 / 14 / 27	7 / 18	£175
Intermediate	1	2 / 13 / 29	11 / 27	9	5 / 22	4 / 20	2 / 15 / 28	8 / 19	£175
Advanced - Level 1	1	5 / 22	3 / 20	24	12	9	9 / 29	14	£175
Advanced - Level 2	1	6 / 23	4 / 21	25	13	10	10 / 30	15	£175
Visual Basic	2	27-28	*	*	*	*	*	*	£495

Microsoft Word

Introduction	1	*	5	*	19	*	6	*	£175
Intermediate	1	*	6	*	20	*	7	*	£175
Advanced - Level 1	1	14	*	21	*	17	*	11	£175
Advanced - Level 2	1	15	*	22	*	18	*	12	£175

Microsoft Access

Introduction	2	*	20-21	*	26-27	*	16-17	*	£350
Intermediate	1	19	*	14	*	12	*	4	£175
Advanced	1	20	*	15	*	13	*	5	£175
Visual Basic	2	*	*	*	*	*	*	*	£495

Microsoft Outlook

Introduction	1	*	14	*	*	5	*	*	£175
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Microsoft PowerPoint

Introduction	1	*	13	*	22	*	20	*	£175
Advanced	1	9	*	7	*	13	*	18	£175

Microsoft Project

Introduction	1	26-27	*	*	14-15	*	22-23	*	£395
Advanced	1	*	*	*	*	*	*	*	£250

Microsoft Publisher

Introduction	1	*	4	*	*	6	*	*	£175
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Microsoft Visio

Introduction	1	*	17	*	*	31	*	*	£250
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Kings's Lynn

Norwich	Days	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Price
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Microsoft Word

Introduction	1	*	*	*	*	*	*	*	£175
Intermediate	1	*	*	*	*	*	*	*	£175

Microsoft Excel

Introduction	1	*	6	*	7	*	*	*	£175
Intermediate	1	*	7	*	8	*	*	*	£175
Advanced - Level 1	1	15	*	*	28	*	*	*	£175
Advanced - Level 2	1	16	*	*	29	*	*	*	£175

Web Design

Norwich	Days	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Price
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Creating Video Content for the Web

Introduction	2	*	*	*	*	*	*	*	£600
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Wordpress

Introduction	1	*	27	*	*	2	*	*	£250
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King's Lynn

Norwich	Days	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Price
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Wordpress

Introduction	1	*	*	*	*	*	*	*	£250
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Technical & Programming									
Norwich	Days	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Price
C# .Net Programming									
Introduction	3	*	*	*	*	*	*	*	£925
Exchange Server									
Installing and Managing	3	*	*	*	*	*	*	*	£925
PowerShell									
Administration and Scripting	3	*	*	*	*	*	*	*	£925
SQL Server									
Programming and Development	3	*	*	*	*	16-18	*	*	£925
SharePoint									
Installation and Administration	3	*	*	14-16	*	*	*	*	£925
Window Server									
Configuring, Managing and Maintaining	3	*	*	*	25-27	*	*	*	£925

Adobe Creative Suite									
Norwich	Days	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Price
Adobe Creative Cloud Essentials									
Introduction	2	*	*	*	*	*	*	*	£495
Adobe Creative Design Techniques									
Introduction	1	*	*	*	*	*	*	*	£265
Illustrator									
Introduction	2	12-13	*	*	12-13	*	*	*	£495
Advanced	1	*	*	*	*	*	*	*	£265
InDesign									
Introduction	2	14-15	13-14	*	14-15	*	13-14	*	£495
Advanced	1	*	12	*	*	*	17	*	£265
Photoshop									
Introduction	2	*	10-11	*	*	*	15-16	*	£495
Advanced	1	*	*	*	11	*	*	*	£265

Cambridge									
Norwich	Days	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Price
InDesign									
Introduction	2	*	13-14	*	*	*	*	*	£495

Social Media, SEO & PPC									
Norwich	Days	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Price
Social Media									
Beginners Guide to Social Media	1	*	*	*	7	*	*	5	£300
Advanced Guide to Social Media	1	*	*	*	27	*	*	18	£300
Social Media Strategy & Blogging	1/2	*	4 (am)	*	*	*	*	*	£150
Twitter for Business	1/2	*	4 (pm)	*	*	*	*	*	£150
Facebook for Business	1/2	*	18 (am)	*	*	*	*	*	£150
LinkedIn for Business	1/2	*	18 (pm)	*	*	*	*	*	£150
Customer Service On Social Media	1/2	*	*	*	*	*	*	*	£150
Social Media Law & Legal Issues	1/2	*	*	*	*	*	*	*	£150
SEO & PPC									
Google Analytics	1	26	*	*	20	*	*	*	£300
Search Engine Optimisation	2	*	5-6	*	*	*	*	*	£600
Google Adwords	1	*	*	*	*	11	*	*	£300

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Management Training & Personal Development
Norwich
Drive - Director & Senior Management Development (8 half day sessions)

September 2017 (am)	September 28, October 5, 12, 19, November 2, 9, 16 and 23 (Thursday mornings)	£2,050
ILM Level 5 Award in Management (Additional Fee)		£200

Forefront - Team Leader Development (6 half day sessions)

September 2017 (am)	September 8, 15, 22, October 6, 13 and 20 (Friday mornings)	£1,495
September 2017	TBC	£1,495
October 2017 (am)	October 31, November 7, 14, 28, December 5 and 12 (Tuesday mornings)	£1,495
ILM Level 3 Award in First Line Management (Additional Fee)		£180

Presence - Communication & Influencing Skills (6 half day sessions)

November 2017 (am)	November 3, 10, 17, 24, December 1 and 8 (Friday mornings)	£1,395
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Cambridge
Forefront - Team Leader Development (4 full day sessions)

June 2017	June 7, 14, 21 and 28 (Wednesdays)	£1,395
September 2017	September 20, 27, October 4 and 11 (Wednesdays)	
ILM Level 3 Award in First Line Management (Additional Fee)		£180

Project Management
Norwich

	Days	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Price
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Agile PM

Foundation & Practitioner	4	*	*	*	*	*	*	*	£1,495
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APM

Project Fundamentals	2	*	*	*	*	2-3	*	*	£695
Project Management	5	12-16	*	*	*	*	*	*	£1,495

PRINCE2 ®

Foundation	3	5-7	*	*	18-20	*	*	11-13	£695
Foundation & Practitioner	5	5-9	*	*	18-22	*	*	11-15	£1,095
Practitioner Upgrade	2	8-9	*	*	19-20	*	*	12-13	£575
Practitioner Re-registration	2	8-9	*	*	19-20	*	*	12-13	£575

MSP

Foundation	3	19-21	*	*	*	*	*	*	£695
Foundation & Practitioner	5	19-23	*	*	*	*	*	*	£1,095

Cambridge

	Days	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Price
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PRINCE2 ®

Foundation	3	26-28	*	*	4-6	*	6-8	*	£695
Foundation & Practitioner	5	26-30	*	*	4-8	*	6-10	*	£1,095

Chelmsford

	Days	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Price
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PRINCE2 ®

Foundation	3	*	10-12	*	11-13	*	*	11-13	£695
Foundation & Practitioner	5	*	10-14	*	11-15	*	*	11-15	£1,095

Ipswich

	Days	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Price
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PRINCE2 ®

Foundation	3	*	17-19	*	*	30 Oct - 1 Nov	*		£695
Foundation & Practitioner	5	*	17-21	*	*	31 Oct - 3 Nov	*		£1,095

For other Project Management venues and dates please visit our website

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St James' Mill, Whitefriars, Norwich NR3 1SH | Tel: 01603 677107

Business & Personal Development
Norwich

	Days	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Price
Business Skills									
Assertiveness	1	*	3	*	*	17	*	*	£250
Bids & Tender Writing	1	*	12	*	*	*	*	*	£250
Business Writing Skills	1	22	*	*	*	4	*	*	£250
Communication Skills	1	*	*	1	12	*	*	19	£250
Conducting Effective Meetings	1	20	*	*	*	*	*	*	£250
Credit Control	1	*	18	*	*	12	*	*	£250
Finance for Non-Financial Managers	1	8	*	*	21	*	*	14	£250
Influencing Skills	1	*	4	*	*	*	3	*	£250
Minute Taking	1	*	3	*	28	*	*	4	£250
NLP Introduction	1	9	*	*	*	*		*	£250
NLP Level 1	1	*	7	*	*	*	*	*	£250
PA / Executive Assistant	1	28	*	*	*	18	*	*	£250
Presentation Skills	1	*	*	7	14	*	*	4	£250
Report Writing	1	*	12	*	*	*	7	*	£250
Time Management	1	*	10	17	*	17	*	*	£250
Train the Trainer	1	27	13	15	27	*	*	13	£250
Writing for the Web	1	*	*	*	*	*	1	*	£250

HR

Appraisal	1	26	*	*	19	*	*	*	£250
HR Essentials for Line Managers	1	12	*	*	*	3	*	*	£250
Recruitment & Selection	1	*	*	*	*	*	*	*	£250

Sales & Customer Service

Customer Care	1	*	*	*	*	11	*	*	£250
Dealing with Difficult People	1	30	*	*	20	*	*	*	£250
Handling Customer Complaints	1	13	*	*	*	*	*	*	£250
Negotiating Skills	1	*	*	*	29	*	*	*	£250
Networking Skills	1/2	*	14 (am)	*	*	*	*	*	£150
Overcoming Objections & Closing Techniques	1/2	*	6 (am)	*	*	*	*	*	£150

Cambridge

	Days	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Price
Business Skills									
Communication Skills	1	*	19	*	*	*	*	*	£250
Customer Care	1	30	*	*	*	*	*	*	£250
Presentation Skills	2	*	11	*	*	*	*	*	£251
Time Management	3	13	*	*	*	*	*	*	£252
Train the Trainer	1	*	6	*	*	*	*	*	£250

Health & Safety
Norwich

	Days	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Price
IOSH									
Working Safely	1	28	*	*	20	*	*	11	£170
Managing Safely	4	19, 20, 26 & 27	*	3, 4, 10 & 11	11, 12, 18 & 19	*	*	7, 8, 14 & 15	£690
NEBOSH									
National General Certificate - Units: NGC1, GC2 & GC3	11 + exams	NGC1: 11, 12, 13, 14 and 15 September, Revision: 25 September (am), Exam: 26 October (9.30am) GC2: 2, 3, 4, 5 and 6 October, Revision: 16 October (am), Exam: 18 October (2pm)							£1,495
Fire Certificate - Units: FC1 & FC3	5 + exams	FC1: 20, 21, 22, 23 and 24 November, Exam: 24 November (2 pm)							£850
Environmental Certificate - Units: EC1 & EC2	5 + exams	EC1: 9, 10, 11, 12 and 13 October, Exam: 18 October (9.30am)							£850

King's Lynn

	Days	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Price
NEBOSH									
National General Certificate - Units: NGC1, GC2 & GC3	11 + exams	NGC1: 2, 3, 4, 5 and 6 October, Revision: 30 October (am), Exam: 1 November (9.30am) GC2: 16, 17, 18, 19 and 20 October, Revision: 30 October (am), Exam: 1 November (2pm)							£1,495

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